



Extend Learning
Academies Network

Risk Assessment Policy (Health & Safety)

Version:	2.0	
Written by:	ELAN executive team	
Reviewed by:	ELAN Board	Date: 07/12/2021
Approved by:	Name: Rosemary Carr Signed by: Rosemary Carr Chair of the Board	Date: 07/12/2021
Adopted by Academies:	Bournville Primary School Locking Primary School Mead Vale Primary School Mendip Green Primary School Milton Park Primary School Oldmixon Primary School Walliscote Primary School Windwhistle Primary School	
Review:	2 years	
Next Review Due By:	December 2023	

Document Control

Document Information

	Information
Document Name	Risk Assessment Policy
Document Author	Estates
Document Approval	Business Operations
Document Status	Version 2.0
Publication Date	January 2022
Review Date	December 2023
Distribution	General

Version Control

Version	Issue Date	Amended by	Comments
1.0	01/09/2019	Estates Manager	Board approved
2.0	January 2022	Estates Manager	Inclusion of section 3. Responsibility for Carrying Out Assessment and appendices added for 'an introduction to Risk Assessment' and 'Risk Rating'.

Contents

1. Introduction	4
2. What is a Risk Assessment	4
3. Responsibility for Carrying Out Assessment	4
4. What Should be Risk Assessed (and When)	5
5. Risk Assessment Form	5
6. Carrying Out a Risk Assessment	5
7. Monitoring Risk Assessments	6
8. Supporting Documents	6
9. Review and Evaluation	6
Appendix 1 – ELAN Risk Assessment Form	7
Appendix 2 – An introduction to Risk Assessment	8
Appendix 3 - How to Carry Out a Risk Assessment	9
Appendix 4 – Risk Rating	11

1. Introduction

At Extend Learning Academies Network (ELAN) we strive to ensure that all pupils, parents, staff, members of the public and visitors to our sites are fully cared for, with their safety, security and welfare being a matter of great importance to us.

We take our responsibilities for Health and Safety extremely seriously, the arrangement for which can be found in our Health and Safety Policy. These procedures allow the Trust to comply with risk assessment under the Health & Safety at Work Act 1974, and the Management of Health & Safety at Work Regulations 1999 which requires an assessment to be made of the risks arising out of the activities that we, as a Multi Academy Trust (MAT) undertake. Each of the schools within ELAN will hold a comprehensive list of risk assessments applicable specifically to their site and their requirements.

A risk assessment is an important step in protecting staff, pupils and parents, visitors, members of the public, the environment and ELAN as a whole.

2. What is a Risk Assessment

A risk assessment is nothing more than a careful examination of what, in the course of our work could cause harm to people and the environment, so that we are able to assess whether we have taken sufficient precautions or if indeed we should do more to prevent harm.

It helps staff focus on the risks within their department and activities that they undertake.

In many instances, straightforward measures can readily control risks; for example, ensuring that staff have sufficient information when they are offsite, operating machinery or using chemicals, spillages are cleaned up promptly so people do not slip, or cupboard drawers being kept closed to ensure people do not trip.

For clarity, a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, open drawer etc., whilst a **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

3. Responsibility for Carrying Out Assessment

The requirement to carry out risk assessment is an absolute duty, and failure to carry out assessment of significant risk is a breach of regulation leaving the school and individuals involved open to prosecution.

Employees are responsible for assisting and participating in the process of risk assessment.

In enabling staff engagement with risk assessed practices it may be necessary for input from an Occupational Health Service to determine whether individuals are fit to carry out the work covered by the risk assessment and whether any continuing health surveillance is required. Staff should be reminded of their access to confidential work life support whenever they wish via the Schools Advisory Service (SAS) app.

Those carrying out risk assessments must bear in mind the requirements of the Equalities Act 2010 to make reasonable adjustments to not discriminate against persons who are covered by the protected characteristics of the Act. Care must be taken into the particular needs of the person(s) covered by the protected characteristics and do not unnecessarily exclude them.

4. What Should be Risk Assessed (and When)

Dynamic risk assessments are an integral part of keeping ourselves and others safe. There is a core expectation that all staff maintain a watching brief for hazards to themselves and to others on an ongoing basis. Not all hazards are predictable and as such there is a shared responsibility to respond to potentially hazardous scenarios as and when they arise in ways that can self-evidently be seen to prioritise safety.

All aspects of the schools operations require to be assessed for risk, although not all will need a risk assessment. This includes but is not constrained to the use of equipment; the use of processes and procedures which could put staff, pupils and others at risk; taking a group on a visit, etc.

The requirement to assess risk extends both to novel or one-off procedures and to routine or repeated processes.

The risk assessment must be carried out prior to carrying out the procedure and should be part of the planning of that procedure determining, in part, the method of carrying out the procedure.

If a process has been in operation for any time without being risk assessed then it must be assessed as a matter of urgency. It may be that the process or part of it will require to be altered in view of the risks identified by the assessment.

The headteacher within each ELAN school is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school's premises, or when particular needs of a child or other visitor necessitate this. All staff are responsible for carrying out a Risk Assessment according to their roles and responsibilities.

5. Risk Assessment Form

ELAN has a risk assessment form which all staff use. The form is based on the information provided by the Health & Safety Executive, and a copy can be found in Appendix 1.

6. Carrying Out a Risk Assessment

There is a requirement for all departments, sports or activities to consider how health and safety is managed within their area and to ensure that timely risk assessments are completed appropriately.

For step by step instructions on how to complete a risk assessment, please see Appendix 2.

For reasons of consistency and continuity, risk assignments written or reviewed must be assigned a file name in the following format: year-general area- specific detail. For example, 2021-Trip-Puxton Park -Reception.

Once completed assessments have been shared with relevant staff, children etc., they must be filed alongside the other risk assessments at the designated location for the individual school.

7. Monitoring Risk Assessments

At the start of the academic year, the Estates Manager will ask all departments within each ELAN school to confirm the risk assessments from the previous year and to verify that these assessments, where appropriate have been reviewed for the start of the year and/or that they will be reviewed at the necessary time. For example, a school trip taking place in May will be assessed in April, a sports assessment at the start of the season.

Where new equipment or new processes have been introduced, risk assessments will need to be in place. It may be necessary to have these written before the new equipment arrives. For example, who will install and how will they access the building etc.

From time to time, the way in which ELAN manages its risk assessment will be scrutinised, usually in the form of audit. To ensure that we are managing and reducing the risks to staff, pupils, parents, visitors and members of the public who come into contact with our school.

In such circumstances, records of all ELAN risk assessments will be made available for inspection.

8. Supporting Documents

Whilst the step by step guide in Appendix 1 is quite comprehensive, there are a number of educational establishments which provide model risk assessments for additional pointers/ideas. These include but are not limited to:

- [PCS Enterprises](#) (our Health & Safety advisory service). There are over 70 examples provided for all aspects of a school environment.
- [CLEPASS](#) for Science, D&T, Food and Art.
- [DATA](#) for D&T, Food and Art.
- [AfPE](#), [UK Athletics](#) and other National Governing Bodies for Physical Education.
- Evolve for Offsite/School Trips
- [The Caretaker's Website](#) for site maintenance and housekeeping.
- Organisations such British Standards, NUT, HSE, Suzy Lamplugh Trust etc.
- Plus many others organisations, publications etc.

9. Review and Evaluation

This policy will be reviewed every 2 years and checked for continuing relevance against any statutory requirements and LA advice.

Appendix 1 – ELAN Risk Assessment Form

Description of situation/issue/activity to be assessed: Department:	Person(s) carrying out risk assessment: Date of assessment :
--	---

What are the hazards? What are the issues or concerns?	Who can harmed and how? Think of all the different groups of staff, pupils, members of the public etc.	What are you already doing? List what is already in place to reduce the likelihood of harm or make harm any less serious.	Further Action Required: How will you put the assessment into action? You may have outstanding issues. If so prioritise; say what needs to be done, by when and by whom.
--	---	---	--

Monitor and Review: How did the activity, task, project etc. go? Could it be improved, did an incident/situation occur? How did you deal with it? Add your note so that the activity, task, project can be improved next time.	
Date of Review: To take place sooner should a significant change or incident occur	
Assessment to be shared with: staff doing the task, activity Example – shared at staff meeting	Date
Signature of person(s) undertaking the assessment:	Date
Signature of Head of Department/Headteacher/Principal:	Date

Appendix 2 – An introduction to Risk Assessment

Prior to giving guidance on how to assess risks the following definitions should be established:

Hazard = anything with potential to cause harm, loss or damage.

Risk = the likelihood that harm will result and the potential severity of the outcome.

1) How to Undertake Risk Assessments:

- Decide upon the task/activity or work area you wish to assess.
- Observe the area or activity.
- Identify the hazards.
- Consider who is or could be at risk.
- Assess level of risk (consider the frequency, duration, severity, extent of damage etc.).
- Consider whether risk can be eliminated.
- Consider existing controls.
- Decide if existing controls are sufficient, or if further control warranted.
- What else can be done to reduce/control risk?
- Time scale for implementation.
- Monitoring of risk.
- Review the risk assessment.

2) When undertaking risk assessments, consider:

- Who is affected and how?
- Is anyone more vulnerable?
- How often are they exposed to risk?
- Duration and frequency of exposure.
- Experience in trade associations etc.
- Environmental conditions.
- Workers' existing expertise/training.
- What equipment, tools etc. are used?
- First-time assessment or review assessment.
- Whether controls cause other hazards.
- Existing controls in place.
- Level of supervision etc.
- Method of recording.
- Competence of assessor(s).
- Specialist knowledge (if needed).
- Previous accident/near-miss history.
- Legal requirements, standards etc.
- Changes in conditions that affect risk

3) Informing Staff about Risk Assessment:

Employees must receive information, instruction and training about:

- Procedures.
- Purpose and objective of risk assessment.
- The significant findings.
- Controls measures that are needed.
- Employer's requirements.
- Consequences of failing to follow rules.
- Reporting problems / feedback.
- Health surveillance procedures etc.
- Level, extent and arrangements for training identified.

4) Review Assessment:

- Where there is reason to suspect it is no longer valid.
- Where there has been a significant change in workplace, process, people etc.
- At regular intervals as part of a safety management programme.

Appendix 3 - How to Carry Out a Risk Assessment

The risk assessment should be carried out in 5 steps:

Step 1 – What are the Hazards?

Consider how someone may be harmed, this will help to identify the hazards and **disregard the inconsequential or trivial.**

- Walk around your classroom, office or location.
- Think through your task or activity
- Ask the staff doing the task
- Consider the location, duration, purpose of the visit/activity
- Are there long term health hazards associated with the task
- Consult the manufacturer's instructions, safety data sheets, trade associations, associated websites etc.

NB. Be careful when defining hazards or the significance of the risks arising out of them – in the event of an accident or inspection you may have to justify your decision.

Step 2 – Who May be Harmed and How?

Consider each hazard and who may be harmed and how they may be harmed.

- **Who** - children, staff including teaching, office, cleaning, maintenance, and/or security, visitors etc. Identify groups, which are more vulnerable such as young persons, the disabled, lone working staff, contractors, members of the public, etc.
- **How** - could be from tripping on a bag left on the floor, accessing a box from a high shelf, putting up displays from a step ladder, sports activity, noise, machinery, offsite trip etc.

The risk assessment must also take into account the effect of the process on property as well as people, e.g. activation of smoke detectors by fumes, steam, dust etc.: damage to building fabric from impact or vibration. Such concerns must be discussed with the Trust's Estates Manager.

Step 3 – What Are You Already Doing?

Having spotted the hazards, consider what is already in place to control them. Compare your list to good practice, is there more that could be done?

When controlling risks, apply the following principles, if possible in the following order:-

1. Can I remove the hazard altogether?
2. If not, how can I control the risks so that harm is unlikely?
3. Try a less risky option (e.g. switch to using a less hazardous chemical)
4. Prevent access to the hazard (e.g. by guarding)
5. Organise work to reduce exposure to the hazard (e.g. put barriers between pupils/staff and the works)
6. Issue personal protective equipment (e.g. clothing, footwear, goggles, etc.)
7. And provide welfare facilities (e.g. first aid, removal of contamination).

Within this step there is a heading of '**What further action is needed?**' Have the risks been reduced as far as possible or is there a need for more?

For example:

- You may consider that staff require refresher training on the machinery/task/activity.
- You may feel that before the trip goes ahead the ratio of staff to pupils should be

increased and without the increase in staff you could not go ahead with the trip.

- There may have been a change of legislation or best practice and therefore new equipment or additional equipment is required.

Step 4 – How Will You Put the Assessment into Action?

The completed risk assessment must be shared with the appropriate staff and where necessary pupils.

You may have outstanding issues. If so prioritise; say what needs to be done, by when and by whom.

Remember the assessment demonstrates how the event, task, activity etc. is to be managed. For example, staff to carry out inspection before use, specific equipment to be used and regularly checked, information provided to staff and pupils via a briefing

Step 5 – Monitor and Review

Monitor - There are a number of occasions, such as offsite activities, an event, a project etc. where it is recommended that a 'wash up' be carried out. Once the wash up has occurred, use this section to make comments/action points for when the situation is carried out again. This will assist staff to improve the situation in the future.

Review – Risk assessments should be reviewed and assessed at regular intervals. The interval will depend on the complexity of the activity, the likelihood of change and the degree of risk involved.

Few activities, classrooms/locations etc. stay the same. Sooner or later a piece of new equipment, substance, procedure etc. is brought in or personnel change. This can lead to new hazards and therefore the assessment will need to be reviewed.

Should no changes occur that you are aware of, there will still be a need to review the assessment and it is suggested that the assessment be reviewed on an annual basis.

There is no need to review assessments for activities that are no longer engaged in. However, if such activities are brought back into use, then the risk assessment must be reviewed. Review and reassessment should not merely support decisions made previously but should be a fresh assessment of the risk.

Signature and Sharing with Staff

The last section of the form asks how and who the assessment will be shared with. For example, naming the staff on the trip, activity or doing the task, via a department meeting, via email to all staff etc.

The person who has completed the assessment should enter their name and the managers.

Once the content is agreed with the manager it should be filed under the school's risk assessment section.

Appendix 4 – Risk Rating

It is suggested that when you complete your model risk assessments and rate the risk as 'low, medium or high' – that you arrive at that risk level by using the following risk rating technique.

The following numerical values are put against factors, in order to quantify the risk. Each of the numbers allocated should be **multiplied**, to identify the risk.

- Likelihood:**
- 0 = Impossible for the event to happen.
 - 1 = Highly improbable, only likely in exceptional circumstances.
 - 2 = Might happen, but on balance this is unlikely.
 - 3 = There is a 50/50 chance that the event will happen.
 - 4 = More likely to happen than not to happen.
 - 5 = Virtually certain to happen.
- Severity:**
- 0 = No injury would arise.
 - 1 = A trivial injury would arise.
 - 2 = The resultant injury would require first-aid treatment.
 - 3 = Someone would be incapacitated from normal work because of the injury.
 - 4 = One person would suffer a major injury (as specified in RIDDOR*)
 - 5 = Death or multiple major injuries would result.

Use the following table to help you ascertain whether the risk is low, medium or high:

		Severity					
Likelihood	0	1	2	3	4	5	
	1	1	2	3	4	5	
	2	2	4	6	8	10	
	3	3	6	9	12	15	
	4	4	8	12	16	20	
	5	5	10	15	20	25	

The table shows three bands (low, medium and high risk)
The higher the number, the greater the risk.